

NH DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE DIRECTIVE		CHAPTER <u>Resident Programming</u> STATEMENT NUMBER <u>7.05</u>
SUBJECT: FAMILY CRISIS VISITS/FUNERAL ATTENDANCE PROPONENT: <u>Joanne Fortier, Warden</u> <i>Name/Title</i> <u>NHSP/W</u> <u>668-6137</u> <i>Office</i> <i>Phone #</i>		EFFECTIVE DATE <u>12/15/13</u> REVIEW DATE <u>12/15/14</u> SUPERSEDES PPD# <u>7.05</u> DATED <u>11/01/12</u>
ISSUING OFFICER: <u>William Wrenn, Commissioner</u>		DIRECTOR'S INITIALS _____ DATE _____ APPENDIX ATTACHED: YES _____ NO _____
REFERENCE NO: See reference section on last page of PPD.		

I. PURPOSE:

The purpose of this policy is to establish a process for allowing eligible inmates to assist their families in times of crisis or to attend the funeral of a family member, and to implement RSA 623:1(II).

II. APPLICATION:

This policy applies to all prison staff and inmates.

III. POLICY:

It is the policy of the Department of Corrections that consistent with safety and security, an inmate may be allowed to visit the bedside of a terminally ill family member, attend that member's funeral/wake or immediately assist his or her family in other extraordinary and emergency circumstances.

IV. PROCEDURE:

- A. "Immediate family" for terms of this policy means father, mother, brother, sister, spouse/legal civil union partner or children as verified by the Department
- B. When a staff member is approached by an inmate or receives an outside call concerning a family crisis, the staff member will gather the following data using the Family Crisis/Funeral Request Form (see Attachment 1):

1. Name of immediate family member who has died, is terminally ill or has been injured;
2. Relationship to inmate;
3. Circumstances of crisis;
4. Location (state, city, street and number) of funeral or hospital;
5. Time of funeral or visiting hours;
6. Expected life span or amount of danger if illness or injury;
7. Name and phone number of person who can be contacted for further information;
8. Name and phone number of doctor or funeral home, as appropriate.

- C. The Family Crisis/Funeral Request Form will then be given to the inmate's Unit Manager/designee. The Unit Manager/designee or Case Counselor/Case Manager (CC/CM) will verify the above data. If

- no CC/CM is available in the institution, then a member of the Chaplain staff may verify the information.
- D. The Unit Team will review the verified Family Crisis/Funeral Request Form, consider the inmate's history, current situation and status and make a recommendation along with a justification.
 - E. The request will be brought to the Warden/designee for final disposition.
 - F. The Chaplain staff is available to inmates and staff who assist inmates in their time of need and to help inmates decide how they can best assist their families.
 - G. Although overtime may be authorized for Corrections Officers accompanying inmates, no crisis visit will last more than two hours, exclusive of travel time.
 - H. Suitable security arrangements will be approved by the Warden/designee at the same time the visit is approved. Suitable consideration will be given to the custody grade of the residents (PPD 5.28). C-2, C-3 C4 and C-5 inmates attending a significant family event will be transported using the security equipment and staffing as determined by PPD 5.28. Those inmates will remain secured in that equipment during the entire time of transport and during attendance at the event.
 - I. When an armed escort is to accompany the inmate, local law enforcement authorities at the destination will be advised of the trip and the name of the inmate being escorted. Where appropriate, agencies en route may be notified.
 - J. Inmates should be advised in advance of the security precautions to be taken in their individual case since sometimes they choose not to make the visit under the imposed security restraints.
 - K. Inmates whose behavior is deemed disruptive, or who security or mental health staff suspect may become irrational or dangerous at emotional scenes may be denied such visits or such visits may have to be arranged out of view of others.
 - L. Inmates will not be approved for crisis home visits that would occur outside the State of New Hampshire or in a private residence. Inmates who are approved for a crisis home visit to the bedside of a terminally ill family member will not be approved for a second bedside visit or attendance at the funeral of that same family member.

REFERENCES:

Standards for the Administration of Correctional Agencies
Second Edition Standards

Standards for Adult Correctional Institutions
Fourth Edition Standards
4-4445

Standards for Adult Community Residential Services
Fourth Edition Standards
4-ACRS-5A-18-1

Standards for Adult Probation and Parole Field Services
Third Edition Standards

Other
RSA 623:1(II)

FORTIER/clr

Attachment